

# **Cal-SAFE Program Evaluation**

## **Project Overview and Participating Agency Requirements**

### **Project Overview:**

July 1, 2000, marked the beginning of the implementation phase of the Cal-SAFE Program for Cohort 1. Much can be learned if we endeavor to measure and understand the student population we serve, the services delivered (or unavailable), barriers to implementation, and the outcomes achieved. To do this, we must gather a comprehensive set of data from the onset of the program's implementation. To facilitate the data gathering and evaluation process, each local Cal-SAFE Program agency will be provided with a set of student data collection forms as well as computer software (a database management information system) designed to supply both local agency and CDE program staff with the tools to aid in the administration of the program via management information reports and ad hoc reporting capabilities.

### **Agency Requirements:**

Each participating agency should secure the following:

- A computer on which to run the MIS (1 machine per physical location recommended):
  - Pentium processor – 350mhz or faster
  - Windows 98, 2000, or NT
  - CD ROM drive
  - 200 megabytes of free hard disk space
  - A laser printer
  - Internet Access - 56k or faster (DSL or ISDN preferred)
  - Microsoft Outlook
  - Microsoft Internet Explorer (Version 5.0 or newer)
- Sufficient data gathering and data entry staff
  - To perform 3 to 5 hour long data gathering interviews per academic year with each client
  - To perform 1 hour (per ten clients) per month of data entry and reports generation (beginning in February 2001)
  - Resources to send at least 2 people to 2 day-long regional trainings

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## **Project Timeline:**

The following preliminary project timeline is provided to help you better plan for the evaluation requirements.

- August 2000
  - Evaluation advisory committee convenes to determine data collection requirements
  - Student enrollment forms distributed to agencies
  - Child care enrollment forms distributed to agencies
  - Sites complete enrollment forms for clients entering the program
- November-December 2000
  - Sites receive forms data gathering instructional materials (video)
- January 2001
  - Sites must have obtained necessary computer and Internet access as described above
- February-June 2001
  - Sites attend regional training for usage of the MIS